

# View/Add Grant Contacts

- Bottom of each page
  - Last login
  - Name & district for who is logged in
- Add Contact Button
  - To add a new contact
- Go button
  - To load contacts already added
  - Drop down arrow to see school contacts
  - Select one to see/change their information

The screenshot shows the eGrant system interface for the South Dakota Department of Education. The header includes the department logo and the 'eGrant' brand. A navigation bar contains links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. The main content area is titled '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. It features a 'Contacts' section with an 'Add Contact' button and an 'Or Select Contact' dropdown menu. A sidebar on the left contains 'How To' and 'LEA Links' sections. The footer displays the last login time (4/27/2011 5:00:25 PM), the user name (Beth Schiltz), and the number of current users (16).

**south dakota**  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

**eGrant**

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

2011-2012 Consolidated Application  
Greater Scott School District 61-5

**Contacts**

Add a new contact that will work on the grant application.

**Add Contact** Add a Contact

OR

Click down arrow to select an existing contact and update his/her information.

**Or Select Contact** [Dropdown Arrow]

Last Login: 4/27/2011 5:00:25 PM  
yes:yes  
16 Current Users

Beth Schiltz : Greater Scott School District 61-5

# Add Contact

- **Add information**

- Starred items are required
- Enter names and email carefully as this is what system looks as when assigning the first password
- Position
  - drop down only when super or BM are made inactive or deleted
  - Can type a position in
- Save button to save the information
- Inactive button
  - To make a contact inactive (maybe reassignment of staff, or staff has moved away)
  - May not want to delete as it will delete anything that person has entered into the system

The screenshot shows a web application interface for 'Learning. Leadership. Service.'. The top navigation bar includes links for 'eGrant Home', 'Library', 'Correspondence', and 'LogOut'. The main heading is '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. The 'Contacts' section is active, displaying the instruction: 'Add a new contact that will work on the grant application.' Below this, there is an 'Add Contact' button and an 'OR' section with a dropdown menu labeled 'Or Select Contact'. A note says 'Click down arrow to select an existing contact and update his/her information.' Below the dropdown, a prompt says 'Please fill in the contact information below and click Save when completed.' The form fields include: '\*First Name:', 'Middle:', '\*Last:', '\*Phone:', 'Fax:', '\*Email:', 'Position:', 'Agency:' (with a dropdown menu showing 'Greater Scott School District 61-5'), and 'School:' (with a dropdown menu). At the bottom of the form are 'Save' and 'Delete Contact' buttons. A footer bar shows 'Last Login: 4/27/2011 5:00:25 PM' and 'ves\ves'. An arrow points from the text 'Should be the inactive button' to the 'Delete Contact' button.

Should be the inactive button

# Add/Edit Contact

- To edit a contact, select the contact from the drop down box
- The screen will automatically refresh
- Change the information and click the save button
- **NOTE:** Each person only needs to be entered **once!** If a person is entered more than once, this may cause a problem with the permissions/authorization s section

The screenshot shows a web application interface for 'Learning. Leadership. Service.' with a navigation bar containing 'eGrant Home', 'Library', 'Correspondence', and 'LogOut'. The main heading is '2011-2012 Consolidated Application' for 'Greater Scott School District 61-5'. A sidebar on the left includes a 'How To' section with a link '\* How do I add a contact?' and a 'LEA Links' section with links for 'Add/View Grant', 'Contacts', 'Assign Grant', 'Permissions / Authorizations', 'Goals and Objectives', and 'Reimbursements / PCR'. The main content area is titled 'Contacts' and contains instructions: 'Add a new contact that will work on the grant application.' and 'Click down arrow to select an existing contact and update his/her information.' It features an 'Add Contact' button, an 'OR' section with a dropdown menu, and a form with fields for '\*First Name:', 'Middle:', '\*Last:', '\*Phone:', 'Fax:', and '\*Email:'. Below these is a 'Position:' field and an 'Agency:' dropdown menu set to 'Greater Scott School District 61-5'. At the bottom are 'Save' and 'Delete Contact' buttons. The footer shows 'Last Login: 4/27/2011 5:00:25 PM' and a version number 'ver: ves'.

Learning. Leadership. Service.

eGrant Home Library Correspondence LogOut

2011-2012 Consolidated Application  
Greater Scott School District 61-5

Contacts

Add a new contact that will work on the grant application.

Add Contact Add a Contact

OR

Click down arrow to select an existing contact and update his/her information.

Or Select Contact

Please fill in the contact information below and click Save when completed.

\*First Name:

Middle:

\*Last:

\*Phone:

Fax:

\*Email:

Type in a position for this contact.

Position:

Agency: Greater Scott School District 61-5

School:

Save Delete Contact

Last Login: 4/27/2011 5:00:25 PM  
ver: ves

# Permissions/Authorizations

The screenshot displays the South Dakota Department of Education's eGrant system. The header includes the department's logo and name. A navigation bar contains links to 'eGrant Home', 'Library', and 'Corres'. On the left, a sidebar provides 'How To' guides and 'LEA Links' for various grant management tasks. The main content area is titled 'Grant Sections Permissions Form For: Greater S' and shows a step to 'Select Grant' with a dropdown menu set to '2011-2012 Consolidated Application' and a 'Go' button.

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eGrant Home Library Corres

**How To** ⤴

- \* How do I add a contact to a section?
- \* What do the Contact Roles mean?
- \* Required Sections Rules

**LEA Links** ⤴

- Add/View Grant
- Contacts
- Assign Grant
- Permissions / Authorizations
- Goals and Objectives
- Reimbursements / PCR

**Grant Sections Permissions Form For: Greater S**

**1. Select Grant:**

2011-2012 Consolidated Application ▼ **Go**

- Select the grant from the drop down for the permissions needing to be changed
- Click the 'Go' button

# Permissions/Authorizations (Cont.)

**Grant Sections Permissions Form For: Greater Scott School District 61-5**

1. Select Grant:  
2011-2012 Consolidated Application

**Grant Representatives**

Name	Position	Definition
Beth Schiltz	Superintendent	LEA Supt. or CEO. Acts as the application's Authorized Representative unless the position is assigned to another contact person.
Paul Schreiner	Business Manager	LEA Business Manager. Acts as the application's fiscal representative unless the position is assigned to another contact person.

**Grant Application Representatives**

Authorized Representative: Beth Schiltz

Fiscal Representative: Paul Schreiner

Save Changes Save and Return

Click on Contact Name to Select or Change

**Required Contacts**

Federal Program	Contact Name	Phone	Email
McKinney-Vento Homeless	Beth Schiltz	(605) 777-7777	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>
Title I Contact	Julie Jacks	(333) 555-5555	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>
Title III (LEP)	0		
Title I, Part A (School Improvement)	0		

Save Changes Save and Return

Red box indicating a required contact has not been selected.

Pop up reminder to select the required contacts

- **Select grant** – grant can be changed from this view
- **Grant Representatives** automatically load from 'add contact' section
- **Grant Application Representatives** – can be changed by using the drop down boxes and clicking the save changes button
- **Required Contact** – are selected by using the drop down boxes (if these are not filled in there will be a red box and a pop up reminder will appear)
  - McKinney-Vento Homeless person can be anyone
  - Title I Contact cannot be the Authorized Rep
  - Title III (LEP) – can be anyone
  - Title I Part A (School Improvement) – can be anyone

# Permissions/Authorizations (Cont.)

Click on Contact name to select or change Contacts and / or Roles. [Click to add more section contacts](#)

**Grant Sections and Contacts**

School Improvement - 1003(a) CENTRAL ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<a href="#">Remove</a>

School Improvement - 1003(a) ORTON ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<a href="#">Remove</a>

[Save Changes](#)
[Save and Return](#)

To add a secondary contact or a user with Edit or Read Only rights, select a contact from the drop down list and a role from the drop down list. Then click "Add Contact To All Sections" or choose a specific section from the section drop down list and click "Add Contact to Selected Section."

**2. Select Contact And Role: (\* = Required)**

\*Contact:  [Need to add a new contact?](#) \*Role:

**3. All Sections Operations:**

[Add Contact To All Sections](#) Or [Remove Contact From All Sections](#)

**4. Or Select A Specific Section:**

\*Section:  [Add Contact To Selected Section](#)

- **Grant Section and Contacts** automatically puts in the authorized rep – this can be changed by going to the select contact and roll
- **Select Contact and Roll** – use drop down to select the person, use the role to select (read only, edit, or contact)
  - Read Only is just that
  - Edit – person can edit grant
  - Contact – person can edit and submit that section for district approval
- **All Sections Operation** – adds the selected contact person to all section or removes from all sections
- **Select A Specific Section** – allows you to select a specific section to add a contact

**NOTE:** If the person you want to add to a section is not included in the drop down, you may need to go back to the add/edit contacts section and add the person